



Swingate Primary School

Job description: Midday Supervisor
Responsible to: Headteacher / Senior Leadership

Purpose

To ensure the safety, welfare and good conduct of pupils during the midday break.

Role

- Supervise pupils in the dining areas, playgrounds or other parts of the school premises.
- Ensure good standards of behaviour by the pupils are maintained.
- Assist in dealing with problems arising from unruly behaviour and report such matters to the class teacher or Headteacher.
- Assist with associated ancillary duties (eg cleaning up spillages, ensuring tables are clean, etc).
- Ensure school security regulations are upheld.
- Provide welfare support to the pupils of the school, including undertaking first aid duties (depending on training).
- Change clothes, clean and care for the personal cleanliness of the children as appropriate.
- Engage children in developmental play in the playground.

Person Specification

Good general education.
Previous experience in a caring profession.
Good interpersonal skills.

Organisation

The postholder is responsible to the Headteacher or Senior Leadership Team.
The postholder has no direct responsibility for staff.
The postholder will be required to communicate on a daily basis with pupils and staff.

Financial Accountabilities

The postholder has no financial responsibilities.

Working Environment

The post is based within the school buildings.